TO: **Mayor Angelo and Members of the Board of Trustees**

FROM: **Victoria Simonsen, Town Administrator**

DATE: **Feb 17, 2022**

ITEM: **Discussion / Direction to Staff Regarding Lyons Depot Proposals**

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_____ ORDINANCE

_____ MOTION / RESOLUTION

__X__ INFORMATION

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I. REQUEST OR ISSUE: On February 7, 2022, the Board of Trustees heard two proposals for the potential use of the historic Lyons Depot and property. Lyons Creates and the Lyons Emergency and Assistance Fund (LEAF) both submitted proposals (included) for the lease of the building and the lot for use by their not-for-profit organizations.

II. RECOMMENDED ACTION / NEXT STEP: Staff is requesting discussion of the proposals and direction to negotiate an agreement with the selected entity(ies).

III. FISCAL IMPACT: Both parties are indicating that they are willing to pay a monthly rent to the town and enter into a five-year lease.

IV. BACKGROUND INFORMATION: The town is winding up flood recovery efforts and will be able to vacate the Lyons Depot building within the coming months. The Board indicated an interest in looking at options on how to utilize the building moving forward. The town issued a Call for Projects in January 2022. We received two responses: Lyons Creates and LEAF.

The agencies presented their proposals to the Board of Trustees on 2/7/2022. The next step would be to decide which organization the board would like to enter an agreement with and direct staff to work on a lease agreement.

V. LEGAL ISSUES: The town attorney has been involved in discussions to date and will draft the lease agreement if pursued.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES: None at this time.

VII.   SUMMARY AND ALTERNATIVES: The Board could select one of the proposals, ask the groups to work together, extend the call for projects, decide not to lease the space, or another alternative not yet identified.

PROPOSED MOTION: "I move to direct staff to work with XXXX to draft an agreement with the Town of Lyons for the lease of the Lyons Depot property."